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COMOMAGNOTE 11014  
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COMOMAG NOTICE 11014

Subj: COMMAND DAILY CLEANUP RESPONSIBILITIES

Ref: (a) COMOMAGINST 11014.1K

1. Purpose. To identify areas of responsibilities and promulgate a plan for daily cleanup of Commanding Officer, Mobile Mine Assembly Group (COMOMAG) Headquarters, Building 36.

2. Policy. It is necessary for all departments to help keep Building 36 in a clean and safe condition for the benefit of everyone.

a. This notice lists specific responsibilities to ensure the daily cleanliness of COMOMAG spaces by command personnel.

b. The importance of high standards of cleanliness and appearance cannot be over emphasized. Department Heads will establish programs to meet these objectives. Pursuant to these standards, material inspections per reference (a) ensure cleanliness, safety and elimination of fire and high wind hazards.

3. Action. All departments are responsible for daily cleanup. In the event of the absence of the personnel assigned cleanup or contract personnel, the department is still responsible for daily cleanup. Listed below are the daily departmental responsibilities:

a. CO SECRETARY (N011). Responsible areas - Secretary spaces, Commanding Officer's office, Executive Officer's office, Command Master Chief's office, and officer's head.

- (1) Empty all trash and recycle bins (daily).
- (2) Vacuum as needed.
- (3) Dust all area's (weekly).
- (4) Sweep and swab floor in the Officer's head weekly.
- (5) Clean Sink, toilet and restock daily as needed.

b. ADMINISTRATIVE DEPARTMENT (N1). Responsible areas - Administrative Department spaces and passageway, male head on west-wing, west-wing quarterdeck including stairs, and gear locker. In

addition, N1 will also assume the cleaning responsibilities of N011 when N011 is in a leave or liberty status:

- (1) Empty all trash and recycle bin.
- (2) Vacuum carpets (as needed).
- (3) Dust all ledges, windowsills and molding (weekly).
- (4) Sweep and swab heads (weekly).
- (5) Clean sinks and toilets (daily).
- (6) Re-stock toilet paper/paper towels (as needed).
- (7) Wipe down stall walls, and clean windows/mirrors (weekly).
- (8) Defrost refrigerator (as needed).

c. OPERATIONS (N3). Responsible areas - Quarterdeck including stairs, male/female heads, Operations Department spaces, passageway and coffee mess:

- (1) Empty all trash, recycle bins, and shredder machines (daily).
- (2) Vacuum carpets (as needed).
- (3) Dust all ledges, windowsills and molding (weekly).
- (4) Clean coffee mess area (i.e. sinks, countertops, refrigerator inside/outside, microwave) (daily).
- (5) Empty water catch on bottled water dispenser (daily).
- (6) Sweep and swab heads (weekly).
- (7) Clean sinks and toilets (daily).
- (8) Re-stock toilet paper/paper towels (as needed).
- (9) Wipe down stall walls, and clean windows/mirrors (as needed).

d. SUPPLY (N4). Responsible areas - second deck (heads, cleaning gear locker, bunkrooms, supply storage area, passageway including both 2<sup>nd</sup> deck stair-well spaces and supply office spaces):

- (1) Empty all trash and recycle bins (daily).
- (2) Vacuum carpets (as needed).
- (3) Dust all ledges, windowsills and molding (weekly).
- (4) Sweep and swab male/female head/bunk rooms (weekly).
- (5) Clean sinks, toilets, and scuttlebutt (as needed).
- (6) Re-stock toilet paper and paper towels (as needed).
- (7) Wipe down stall walls, and clean windows/mirrors (weekly).
- (8) Empty water catch on bottled water dispenser (daily).

e. MINEFIELD PLANNING DEPARTMENT (N5). Responsible areas - Minefield Planning Department spaces, training room, female head (west-end), gear locker, and passageway:

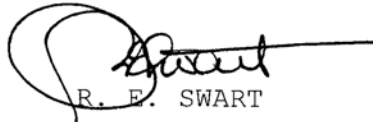
- (1) Empty all trash (daily).
- (2) Vacuum carpets (as needed).
- (3) Dust all ledges, windowsills and molding (weekly).
- (4) Clean windows (weekly).
- (5) Clean training room (as needed).

f. AIS/COMMUNICATIONS DEPARTMENT (N6). Responsible areas - ADP, ADP storeroom, Supply passageway (vending machine area), and Communications space:

- (1) Empty trash (daily).
- (2) Vacuum carpets (as needed).
- (3) Empty recycle bins (as needed).
- (4) Dust all ledges, windowsills and moldings (weekly).
- (6) Dust on top of vending machines (weekly).
- (6) Clean ADP storeroom (as needed).

g. TRAINING DEPARTMENT (N7). Responsible areas - Training office, laundry room, passageway, crews lounge, and conference room:

- (1) Vacuum carpets (as needed).
- (2) Dust all ledges, windowsills and molding (weekly).
- (3) Clean tabletops.
- (4) Clean behind washer/dryer (as needed).
- (5) Empty all trash.



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List I (Case A)